HQ IMCOM
IN-PROCESSING CHECKLIST
GUN SHED ROAD, BUILDING 2261 FORT SAM HOUSTON, TX 7

Employee Name (Last, First, Middle Initial)	Directorate:	Division/Branch
Title:	Series & Grade/Rank:	Date of Arrival:
Supervisor's Printed Name:	Supervisor's Phone number:	TDA PARA/LN:

The following actions need to be completed within 5 days of arrival. Note: This section will be utilized by all personnel (DA Civs, NAF, and Mil Pers) All locations are in building 2261 unless otherwise stated.

SECTION	INITIAL/DATE	SECTION	INITIAL/DATE	SECTION	INITIAL/DATE
1. Security Badge/JPAS-Ray Taylor, 2nd Floor, Rm 2605, 466-0671 and Johnny Hammiel, Rm 2605, 466-0668		5. G1 Personnel and Payroll-Michele Hawk, 2nd Floor, Cubicle 2-242, 466-0320		9. Safety /OSHA Training-Gordon Tate, 2nd Floor, Cubicle, 2-300, 466-0366 Conducted at Newcomers Orientation	
2. CMDT Security IA Training-Required Security Awareness for computer access: https://ia.signal.army.mil		6. G8 Manpower IOL Update-Cynthia Snipes, 3rd Floor, Cubicle 3-162, 466-0800 or Keith Dyer, 466-0835		10. G1 Personally Identifiable Info (PII)-Jeff Sweeney, 2nd Floor, Cubicle 2-186. Conducted at Newcomers Orientation	
3. G6 IT Access-Tom Deierlein, Cubicle 1st Floor, Cubicle 1-273, 466-0509 or Tony Silva, Cubicle, 4 [illegible] Pickup-Linny Cain, 2nd Floor, Rm 2605, 466-0935		7. G8 GTC & DTS- GTC: Sandra Elizondo, 3rd Floor, Cubicle 3-202, 466-0641. DTS: Teresa Strizich, Cubicle 3-176, 8. Newcomers Orientation-Mike Berry, 2nd Floor, Cub. 2-221B, 466-0379 or 466-0404		11. Knowledge Management (KM) Training-Charles Weeks, 1st Floor, Cubicle, 1-97, 466- 12. When completed with form return to Mike Berry, Cubicle, 2-221B, 466-0379	

NAF SERVICES

SECTION	INITIAL/DATE	SECTION	INITIAL/DATE	SECTION	INITIAL/DATE	SECTION	INITIAL/DATE
1. Team Member Orientation		2. Family and MWR Orientation		3. Operation Excellence Customer Service		4. Basic Management Course (Required within first 6	

REQUIRED ANNUAL TRAINING (ALL Personnel)
This training must be completed within 6 months of arrival unless proof of completion can be provided.

	Completed		Completed
Accident Avoidance	Y/N	Operational Security	Y/N
Anti-Terrorism	Y/N	Preventing Workplace Violence	Y/N
ASAP/Substance Abuse Awareness Training (SAAT)*	Y/N	SHARP	Y/N
Combat Trafficking of Person	Y/N	Supervisor Development Course (if applicable)	Y/N
Composite Risk Management	Y/N	Threat Awareness and Reporting	

Military Personnel will in-process the following sections at the S1, HHC Orderly Room and Training Room

S1 ACTIONS	INITIALS	DATE
ORDERS		
DUTY MEMO		
DD FORM 93/SGLV		
2D SET OF I.D. TAGS FOR SRP PACKETS		
FRG SURVEY		
FOREIGN LANGUAGE SURVEY		
ERB/ORB		
NCOER/OER (COR)		
BIO		
DRIVERS LICENSE (MIL & CIV) IF APPLICABLE		

COMPANY ACTIONS	CHECK	DATE
	Y/N/NA	
CIF PRINTOUT	Y/N/NA	
FAMILY CARE PLAN	Y/N/NA	
COPY OF FCP	Y/N/NA	
PT CARD/5500/5501	Y/N/NA	
PROFILE	Y/N/NA	
WEAPONS QUALIFICATION	Y/N/NA	
PERSONALLY OWNED WEAPON	Y/N/NA	
MOTORCYCLE OWNERSHIP (CERT OF COMPL)	Y/N/NA	

POC PHONE NUMBERS	
HHC, IMCOM, COMMANDER	210-466-1912
HHC, IMCOM, FIRST SERGEANT	210-466-1913
S1 NCOIC	210-466-2034
S1 NC0	210-466-2098

Training Links:

Log into ALMS by first logging into AKO www.us.army.mil. You will now see navigation headers (Home, My Account, Favorites, Quick Links and Self Service) on your homepage within AKO.

Sexual Harassment/ Assault Response and Prevention Program (SHARP): http://www.sexualassault.army.mil/

Violence in Workplace: http://media.cpms.osd.mil/faslerd/employee/menu.htm

OPSEC Training: http://cdsetrain.dtic.mil/opsec/index.htm

Anti-Terrorism: https://atlevel1.dtic.mil/at/

Constitution Day Training: http://constitutionday.cpms.osd.mil/

Composite Risk Management Training: https://safety.army.mil/crm/

Safety: https://safety.army.mil/training/

Operation Warfighter: http://www.combatreadiness.army.mil/

COMPLETED INPROCESSING CHECKLIST WILL BE TURNED IN TO HHC, ORDERLY RM FOR MILITARY PERSONNEL AND G1 CIV PER FOR CIVILIANS AFTER COMPLETION OF NEWCOMERS ORIENTATION